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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30.			1. REQUISITION NUMBER A74157727	PAGES 1 OF (1) PAGE(S)
2. CONTRACT NO. GS00Q140ADU442	3. AWARD/EFFECTIVE DATE 05/26/2016	4. ORDER NUMBER GSQ1116BJ0020	5. SOLICITATION NUMBER ID11160013	6. SOLICITATION ISSUE DATE 3/28/2016
7. FOR SOLICITATION INFORMATION CALL:	a. NAME Phyllis Lyles		b. TELEPHONE NUMBER (No Collect Calls) (202) 708-7704	8. OFFER DUE DATE/ LOCAL TIME 4/28/2016
9. ISSUED BY GSA Region 11 Phyllis D Lyles 301 7th Street, SW Washington DC, DC 20407-0000 United States 202-708-8100		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIC: SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Destination <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION RFQ	12. DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS
15. DELIVER TO James Sylvester 1270 Montevue Lane Fort Detrick, MD 21702 United States (301) 619-8638		16. ADMINISTERED BY Phyllis D Lyles 202-708-7704		
17a. CONTRACTOR/ OFFEROR JACK BAKER AMERICAN SYSTEMS CORPORATION 14151 PARK MEADOW DR STE 500 CHANTILLY, VA 20151-4230 United States 703-968-5225		18a. PAYMENT WILL BE MADE BY General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission).		
17b. <input type="checkbox"/> CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED		

19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
ITEM NO.	TASK ITEM DESCRIPTION		PREVIOUS MOD AMT	MOD CHANGE AMT	NEW MOD AMT
0001	Base Period (4 months) FFP CLINs		(b) (4)		
0002	Base Period (4 months) Labor CLINs, Travel & ODC's				
0003	Base Period Extra-mural Projects (4 months) Labor				

This is an award of a Firm Fixed Price (FFP) and a Cost Plus Fixed Fee (CPFF) task order for Test and Evaluation services to American Systems Corporation. The period of performance is one base period and 4 one year option periods. The period of performance will commence on June 1, 2016. The task order amount is \$9,984,254. The following CLINs are funded as shown below:

CLIN 0001 Program Management (b) (4)
 CLIN 0002 Site Support (b) (4)
 CLIN 0004 Labor (CPFF) (b) (4)
 CLIN 0005 Travel (b) (4)
 CLIN 0006 ODCs (b) (4)
 CLIN 0007 CAF (b) (4)

Grand Total \$750,525.64

The task order is being incrementally funded with the exception of the Firm Fixed Price CLINs which will be fully funded.

25. ACCOUNTING AND APPROPRIATION DATA

285F.Q11FA000.AA20.25.AF151.H08...

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

\$750,525.64

☐ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 and 52.212-5 ARE ATTACHED. ADDENDA ATTACHED.

☐ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ATTACHED.

28. CONTRACTOR IS NOT REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE.

☐ CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE OFFER DATE . YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

Phyllis D Lyles

30b. NAME AND TITLE OF SIGNER (Type or print)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print)
 Phyllis D Lyles
 202-708-7704

31c. DATE SIGNED
 5/27/2016

32a. QUANTITY IN COLUMN 21 HAS BEEN

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a. RECEIVED BY (Print)

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
 GSA Finance
 Customer Support
 816-926-7287

41c. DATE

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS

AUTHORIZED FOR LOCAL REPRODUCTION

SEE REVERSE SIDE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT

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 (REV. 4-2002)

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C.1 BACKGROUND

The Air Force Medical Evaluation Support Activity (AFMESA) is a subordinate organization of the Air Force Medical Support Agency (AFMSA). AFMESA resides within AFMSA's Research and Acquisitions Directorate (SG5), a Field Operating Agency (FOA) providing direct support to the Air Force Surgeon General (AF SG). AFMESA functions as the Operational Test agency for AFMSA under the authority of Air Force Instruction (AFI) 99-103, "Capabilities Based Test & Evaluation" for FOAs and Major Commands. AFMESA's principal mission is to deliver independent, medically-related, operational Test & Evaluation (T&E) and market research in support of the Air Force Surgeon General (AF SG) to ensure medical items procured in support of the Air Force Medical Service (AFMS) and Department of Defense (DoD) satisfy operational requirements. AFMESA informs operational requirements and submits results and recommendations to the Milestone Decision Authority for medical resource procurement, whose selection can have life or death impact on U.S. Service Members.

AFMESA is located at two geographically separated locations. **AFMESA-North**, which comprises two-thirds of AFMESA capabilities, is located in Building 1270, Area B, Fort Detrick, Maryland. AFMESA-North, a Government owned-Government operated facility, is focused on testing and evaluation (T&E) of medical equipment including commercial off-the-shelf (COTS); foreign off-the-shelf (FOTS); Government non-developmental items; and other emerging United States Air Force (USAF), Joint, and other Government Agency medical technologies and systems. **AFMESA-South** is located at Building 171, Lackland AFB, Texas. AFMESA-South is also known as the Air Force Medical Information Systems Test Bed (AFMISTB), and the terms may be used interchangeably. AFMESA-South, a Government Owned-Contractor Operated activity, emphasizes T&E of Information Management and Information Technology (IM/IT) resources procured and installed for use in AFMS networks. This Task Order (TO) will only cover activities performed at AFMESA-North. AFMESA-South will not be covered under this Task Order.

AFMESA performs independent operational testing of selected medical/dental technologies and systems for potential application to the AFMS, Services, and DoD. AFMESA T&E includes realistic military utility assessments and demonstrations supported, where appropriate, by comprehensive market research projects and Analysis of Alternatives (AoAs). AFMESA assessments involve the participation of military

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

medical end-users who use the candidate medical technologies in realistic operational scenarios to assess the technologies' effectiveness and suitability.

The goals of this effort are to improve deployed and home station medical/dental support. AFMESA coordinates with AFMS, the Services, and DoD to provide strategic planning for technology programs/activities, concept development and requirements analysis, operational test, and integrated logistics support. AFMESA assessments are designed for rapid, early identification and quantification of the survivability, suitability and effectiveness of medical modernization technologies, and will be used to substantiate and inform potential acquisition decisions.

C.1.1 ENVIRONMENT

The operational test environment recreates conditions of austere forward-deployed settings that mirror various conditions, from a Forward Operating Base (FOB) to fixed facilities. The Contractor shall provide all required site support to the AFMESA-North test site and shall perform test planning as it applies to technology programs/activities, concept development and requirements analysis, operational testing, and integrated logistics support. AFMESA test and evaluation activities include, but are not limited to: proof-of-concept and technology demonstrations, technical maturity assessments, Military Utility Assessments, Operational Utility Evaluations, Force Development Evaluations and qualification (for procurement of commercially developed items), and participation in all Integrated Test Teams (ITTs) and other relevant working groups and meetings. Although AFMESA's focus is operational testing, the span of testing may include participation in integrated test events prior to milestone decisions. As an independent test organization, AFMESA's involvement with the requirements process include but are not limited to supporting Critical Operational Issue (COI) development, assessing testability of requirements, and identifying and selecting test methods. AFMESA participates as a member of a Program ITT and assists in developing the set of test requirements as documented in a Test and Evaluation Master Plan (TEMP) for Acquisition Category I-III (ACAT I-III) programs. If there is no TEMP, AFMESA assists the PM in developing an integrated test plan to document how the integrated set of program testing will support the desired programmatic decision point.

C.2 PURPOSE

All work conducted under this TO shall enhance the ability of the AFMESA to perform rapid, early identification and quantification of the survivability, suitability and

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

effectiveness of medical modernization technologies, and will be used to substantiate and inform potential acquisition decisions.

The purpose of this TO is to provide support to the Government in conducting all T&E activities required to determine operational effectiveness, suitability, and survivability that conforms to AFI 99-103, including the independent Operational Assessments (OA) and Operational Tests (OT) necessary to support AFMS acquisition of medical equipment and technology throughout the entire Research, Development, Testing, & Evaluation (RDT&E) acquisition process.

The contractor shall provide a range of functions required to support AFMESA's independent operational assessments (OA) and operational tests (OT) necessary to support AFMS acquisition of medical equipment and technology. These functions include: advocating operational concerns, requirements definition/verification, risk analysis, market research, test planning, test execution/monitoring, data collection, data analysis, test reporting, site support, Information Technology (IT) modernization, resource management functions, and logistics support. The contractor shall develop benchmark organizational and business best practices.

C.3 SCOPE

The scope of this TO is to provide the services identified in this Performance-Based Statement of Work (PBSOW) for operational T&E support for medical equipment and IM/IT systems throughout the entire acquisition process, including logistics, site support, and maintenance functions.

Work will be performed at various assessment sites, exercise locations, and at the AFMESA-North test site at Fort Detrick. Although dedicated test personnel and test materials reside at the AFMESA location, travel shall be necessary to conduct assessments at other DoD facilities world-wide. Work may originate from the Air Force, sister Services, or Joint Programs.

C.4 OBJECTIVE

The objective of this TO is to conduct all T&E activities required to determine operational effectiveness, suitability, and survivability that conforms to AFI 99-103, including the independent Operational Assessments (OA) and Operational Tests (OT) necessary to support AFMS acquisition of medical equipment and technology

throughout the entire Research, Development, Testing, & Evaluation (RDT&E) acquisition process.

C.5 TASKS

The following tasks are in support of this TO and are detailed below:

- a. Task 1 – Program Management Support (FFP)
- b. Task 2 – Transition-In (FFP)
- c. Task 3 – Provide Operational Test Support (CPFF)
- d. Task 4 – Provide Early Acquisition Program Test Support (CPFF)
- e. Task 5 – Conduct Market Research (CPFF)
- f. Task 6 – Provide Site Support (FFP)

C.5.1 Task 1 - Program Management support

The contractor shall provide program management support under this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Performance Work Statement (PWS). The contractor shall identify, by name, a Program Manager (PM), who shall provide management, direction, administration, quality control, and leadership of the execution of this TO. The contractor shall schedule meetings and provide deliverables in accordance with (IAW) Section F.

C.5.1.1 Subtask 1 - COORDINATE A PROJECT kick-off meeting

The contractor shall schedule (**Section F, Deliverable #1**), coordinate, and host a Project Kick-Off Meeting at AFMESA. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include vital contractor personnel, to include the PM, representatives from the AFMESA, other relevant Government personnel, the NCR AAS Contracting Officer (CO) and NCR AAS Contracting Officer Representative (COR).

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

The contractor shall provide the following at the Kick-Off meeting:

- a. Project Management Plan (PMP) (**Section F, Deliverable #2**)
- b. Quality Control Plan (QCP) (**Section F, Deliverable #3**)

C.5.1.2 SUBTASK 2 – PREPARE A MONTHLY STATUS REPORT (MSR)

The contractor shall develop and provide an MSR (**Section F, Deliverable #4**) using Microsoft (MS) Office Suite applications, by the tenth of each month via electronic mail to the AFMESA Technical Point of Contact (TPOC) and the NCR AAS COR.

The MSR shall include the following:

- a. Activities during reporting period, by project (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the project.
- b. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
- c. Personnel gains, losses, and status (security clearance, etc.).
- d. Government actions required.
- e. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- f. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for the reporting period).
- g. Accumulated invoiced cost for each CLIN up to the previous month.
- h. Projected cost of each CLIN for the current month.

C.5.1.3 Subtask 3 - PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall document all support requirements in a PMP.

The PMP shall:

- a. Describe the proposed management approach.

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- b. Contain detailed SOPs for all tasks.
- c. Include milestones, tasks, and subtasks required in this TO.
- d. Provide for an overall Work Breakdown Structure (WBS) and associated responsibilities and partnerships between or among Government organizations.
- e. Include the contractor's QCP.

The contractor shall provide the Government with a draft PMP, on which the Government will make comments. The final PMP shall incorporate the Government's comments. The PMP is an evolutionary document that shall be updated annually at a minimum. The contractor shall work from the latest Government-approved version of the PMP.

C.5.1.4 SUBTASK 4 – PREPARE TRIP REPORTS

The Government will identify the need for a Trip Report when the request for travel is submitted. If a Trip Reported requirement is identified by the Government, the contractor shall provide a Trip Report (**Section F, Deliverable #5**) within five days after trip completion. The contractor shall keep a summary of all long-distance travel including the name of the employee, location of travel, duration of trip, and point of contact (POC) at the travel location.

C.5.1.5 SUBTASK 5 –QUALITY CONTROL PLAN (QCP)

The offeror shall identify its approach to ensure quality control in meeting the requirements of the TO (**Section F, Deliverable #3**). The offeror shall describe its quality control methodology. The contractor shall periodically update the QCP, as required in Section F, as changes in program processes are identified.

C.5.1.6 SUBTASK 6 - DEVELOP AND MAINTAIN DASHBOARDS

The contractor shall develop an overarching Summary Dashboard (**Section F, Deliverable #6**) that provides details about each of the contractor's projects to include client name, client POC, task name, abbreviated work description, start date, end date, adjusted end date, amount funded, amount invoiced, burn rate, and other pertinent information. This Summary Dashboard shall be available only to the AFMESA TPOC and the NCR AAS CO and COR.

In addition, the data that feeds the Summary Dashboard shall be maintained at the project level as Individual Dashboards (**Section F Deliverable #7**). Individual Project

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

Dashboards shall be available only to the Project stakeholder, the AFMESA TPOC, and the NCR AAS CO and COR.

Deliverables shall be identified in the Summary Dashboard, in Individual Project Dashboards for each project and updated daily.

C.5.1.7 SUBTASK 7 - TRANSITION-OUT

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan (**Section F Deliverable #8**) no later than (NLT) 120 calendar days prior to expiration of the TO.

The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes.
- b. Points of contact.
- c. Location of technical and project management documentation.
- d. Status of ongoing technical initiatives.
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Schedules and milestones.
- g. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

C.5.1.8 SUBTASK 8 – IMPLEMENT TRANSITION-OUT PLAN

The contractor shall implement its Transition-Out Plan NLT 90 calendar days prior to expiration of the TO.

C.5.1.9 SUBTASK 9 – In Progress Reviews (IPR)

The contractor shall conduct quarterly IPRs. The contractor shall prepare and deliver an agenda (**Section F Deliverable #9**) one week prior to the IPR meeting to the TPOC and COR. The IPR shall provide stakeholders with an overview of all projects, issues revolving around the projects, and project financial information.

C.5.2 TASK 2 – TRANSITION-IN

The contractor shall ensure that there will be minimal service disruption to vital Government business and operations during transition. The Transition-In period shall begin at PS and all transition activities shall conclude within 30 calendar days of PS.

The contractor shall provide an updated Transition-In Plan (**Section F, Deliverable #10**), based on the contractor's draft Plan submitted with the proposal, to be approved by the Government. The contractor shall execute the transition in IAW the approved Transition-In Plan.

C.5.3 TASK 3 – PROVIDE OPERATIONAL TEST SUPPORT

The contractor shall develop a pertinent test strategy, test design, and data collection methodology to support the test effort. The contractor shall analyze Tactics, Techniques and Procedures (TTPs), Concepts of Operations (CONOPS), and capabilities documents and shall incorporate pertinent elements into the test documents. The contractor shall research and address related Doctrine, Organization, Training, Materiel, Leadership & Education, Personnel, and Facility (DOTMLPF) issues that either impact the use of new medical technologies or are impacted/changed as a result of use of candidate technologies.

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

AFMESA will establish the Integrated Testing Team (ITT) IAW Air Force Instruction (AFI) 99-103. The contractor shall develop the ITT Charter (**Section F, Deliverable #11**) in conjunction with the ITT AFMESA Government Test Director and shall participate as a member of the ITT. The deliverable for this phase shall be the ITT Charter that shall address the following areas:

- Purpose
- Applicability and Scope
- Policy
- Members
- Goal and Objectives
- Responsibilities of Membership
- Deliverables
- Meetings
- Test Plans
- Deficiency Report/Watch Item Tracking (DR/WIT)

ITT members will develop an Initial Assessment Plan (IAP) (**Section F, Deliverable #12**). The IAP will use available Tactics, Techniques and Procedures (TTPs)/Concept of Operations (CONOPS) and other related employment information to identify Critical Operational Issues (COIs) and test objectives. The contractor shall draft the IAP that shall address the following areas:

- Introduction
 - Purpose
 - Technology Description
- Assessment Fundamentals
 - Assessment Description
 - Scope and Limitations
 - Participants

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Location and Schedule
- General Assessment Approach
 - Objectives and Measures
 - Support Requirements
 - Communications
 - Facilities
 - Personnel Support
 - Test Articles
 - Test Support Equipment
 - Security
 - Safety
 - Human Use Review – Government determined
 - Appendix A: References
 - Appendix B: Abbreviations and Acronyms

Based on the approved IAP, the contractor shall refine the test concept and objectives and shall develop the Assessment Execution Document (AED) (**Section F, Deliverable #13**). The AED builds upon the IAP and provides details and test granularity necessary to guide execution at a level of detail to assure the test team meets all test data requirements and assures data integrity. The AED provides additional detail to the COIs and objectives developed in the IAP such as Measures of Effectiveness (MOEs), Measures of Suitability (MOSs), Measures of Performance (MOPs) and allocates resources to execute scenarios. Each AED shall include a data trace matrix to link all MOPs, MOSs and MOEs to specific data collection tools or forms. The AED data collection plan will provide all available technology information to AFMESA and other Government customers in order to support determinations regarding the potential military utility, effectiveness, and suitability of the medical technologies being tested. The deliverable for this phase shall be the AED that shall address the following areas:

- Introduction
 - Purpose
- Background

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Technology Description
- Administration and Programmatic
 - Roles and Responsibilities
- Support Requirements
 - Communications
 - Facilities
 - Personnel Support
 - Test Articles
 - Test Support Equipment
 - Security
 - Safety
- Methodology
 - General Approach
 - Scope and Limitations
 - Location and Schedule
 - Data Sources
 - Surveys
 - Interviews and Hot Wash Sessions
 - Data Logs
 - Photographs
 - Deficiency Report/Watch Item Tracking (DR/WIT)
- Execution
 - Objectives
 - Analysis of Objectives
- Data Acquisition

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Data Management
 - Database Design
 - Data Entry
 - Database Control
 - Data Archiving
 - Product Generation
- Field Execution
 - Pre-assessment Activities
 - On-site Execution
 - Post-assessment Activities
- Reporting
 - Report Title
 - Execution
- Human Use
- Appendix A: References
- Appendix B: Abbreviations and Acronyms
- Appendix C: Test Procedures
- Appendix D: Data Collection Forms
 - Time Measurement Form
 - Weight and Measurement Form
 - Maintenance Activity Log
- Appendix E: Surveys
 - Demographics Survey
 - Device Survey
- Appendix F: Data Trace

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Appendix G: Health and Safety Plan
 - Introduction
 - Safety Point of Contact for Test Execution/Operations
 - Mishap Reporting/Notifications (Military, Civilians, Contractors)
 - Medical Facilities and Emergency Numbers
 - Job Training Outline
 - Risk Assessment

Once the AED has been approved, the contractor shall prepare the Operational Test Readiness Review (OTRR) (**Section F, Deliverable #14**). The OTRR shall be a slide presentation that shall not exceed 30 minutes in length. The OTRR shall be scheduled NLT 7 business days before the first test event. The deliverable for this phase shall be the OTRR presentation and briefing slides which shall address the following areas:

- OTRR Purpose
- Background
- Organizations and Points of Contact
- Test Schedule
- Logistics
- Test Readiness Matrix
- Risks
- Recommendations
- Note additional topic slides as needed

Once the OTRR has been approved, the contractor shall set up the test environment. The contractor shall be responsible for receiving and establishing inventory control of all GFE and vendor supplied equipment provided for test. The contractor shall create and maintain an Inventory Control System because the contractor shall assume control of all GFE while at AFMESA. The Government will provide training on all test items to the

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

contractor at AFMESA-North, the equipment vendor's corporate site, or a test location. After completing training, the contractor shall conduct functional testing on the devices to be tested.

The contractor shall train the test team members, test-operators (representative active duty members within identified career fields who are identified as likely users of the technology under test), conduct dry runs, and commence testing. During the testing period, the contractor shall document observations, conduct daily hot washes, perform daily data quality control, and data management. The contractor shall complete Deficiency Reports and Watch Items to track anomalous test results (**Section F, Deliverable #15**). The contractor shall use DR/WIT Tracking Forms that address the following:

- Project Name
- DR Number
- DR/WIT Initiated
- DR/WIT Reviewed
- DW/WIT PM Notified
- DR/WIT Closeout
- DR/WIT Form
 - Contact Information
 - Report Type
 - Device Identification
 - Originator Description of Deficiency or WIT
 - Test Director Findings and/or Recommendations
 - Action Taken and/or Resolution (ITT/Customer)

The deliverables for this phase shall be the live test results captured on Data Collection Forms (DCFs), test data analyses, test operator debrief meeting notes, and DR/WIT Tracking Forms.

Once testing has been completed, the contractor shall develop the draft Final Report (FR) (**Section F, Deliverable #16**). The contractor shall revise the draft as necessary based on input from the ITT. The deliverable for this phase shall be the FR that shall address the following areas:

- Executive Summary
 - Purpose and Background
 - Findings
 - Recommendations
- Introduction
 - Purpose
 - Background
 - Technology Description
- Methodology
 - Test Objectives
 - Test Approach
 - Limitations and Scope
 - Schedule and Location
 - Participants
 - Data Sources
 - Event Logs/Forms
 - Deficiency Report/Watch Item Tracking (DR/WIT)
 - Vendor Literature
 - Test Equipment and Specifications
 - Digital Photography/Videography
 - Human Use

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Results
 - Objectives
 - Results
 - DR/WIT
- Discussion
 - COI and Objective Ratings
 - Recommendations
- Appendix A: References
- Appendix B: Abbreviations and Acronyms
- Appendix C: DR/WIT Forms
- Appendix D: Glossary
- Appendix E: Distribution List

Once the FR has been accepted by AFMESA, the contractor shall dispose of the tested equipment as directed by AFMESA. Test equipment may be disposed by either returning it to the military customers, the manufacturer, or turn-in by an AFMESA logistician to the Defense Reutilization Management Office (DRMO). The contractor shall update their Inventory Control System to reflect the final disposition of all manufacturer-provided equipment or GFE.

Tests may be conducted at Government sites other than AFMESA-North. When that is the case, the contractor shall prepare the devices for shipment, load them, ship them, off-load them at the receiving installation, perform functional tests, run the live tests, repack the devices, and ship them back to AFMESA-North.

On occasion, AFMESA's customer may require a demonstration of a specific technology rather than a full test as described above. In those cases, the contractor shall conduct the demonstration based upon an IAP-level test plan and provide a short After Action Report (AAR) (**Section F, Deliverable #17**). The deliverable for a demonstration shall be the AAR that shall address the following areas:

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Title
- Summary
- General Description
- Location Of Operations
- Location Of Personnel
- Objectives
- Limitations
- Major Participants
- Appendix A: Abbreviations And Acronyms
- Appendix B: Figures
- AAR Internal Review Tracking Sheet

The contractor shall propose updates and improvements to AFMESA test templates, procedures, and policies to the COR, Director of Operations, and AFMESA Chief in order to improve quality, performance, decrease time or costs of operational tests.

The contractor shall identify, procure, and integrate equipment and supplies required to conduct AFMESA test and demonstration events at Ft Detrick, MD, and various other locations, including field settings. Equipment includes, but is not limited to: information technology, communications, instrumentation, office equipment/supplies, medical technology equipment used for the assessment event, test equipment calibration devices, test equipment replacement and upgrades, test range maintenance, and associated shipping costs.

C.5.4 TASK 4 – PROVIDE EARLY ACQUISITION PROGRAM TEST SUPPORT

The contractor shall support AFMESA in the following activities, including but not limited to: test planning, analysis of requirements testability, organizational performance assessment, and special studies. Early tester involvement starts with participation in the requirements process described in AFI 10-601 Operational Capabilities Requirement Development and Chairman, Joint Chief of Staff Instructions (CJCSI) 3170.01 and CJCSI 6212.01. The contractor shall develop Test Evaluation Strategy Task Order Request ID11160013

(TES) (**Section F, Deliverable #18**) and Test Evaluation Master Plan (TEMP) (**Section F, Deliverable #19**) documents.

The contractor shall provide an annual review and update of the AFMESA NTA Course Student Booklet (**Section F, Deliverable #20**). Content shall include, but not be limited to: market research; test team roles and responsibilities; pre-test planning; test objectives and measures; test planning tools and documents, test planning; OTRR; test execution, analysis, reporting; and test program closeout.

The contractor shall conduct training in non-traditional assessment (NTA) methods two times a year, in the spring and in the fall (**Section F, Deliverable #21**). Each class shall be 2 days long and shall usually be held on-site at AFMESA-North. Contractor travel may be required to conduct the course within CONUS no more than once a year.

C.5.5 TASK 5 – CONDUCT MARKET RESEARCH

The contractor shall conduct market research on specific medical devices identified and provided by AFMESA. Research may be at the strategic or tactical level as defined in DoD Standardization Document SD-5 *Market Research: Gathering Information About Commercial Products and Services*. The research and analysis performed under this task may not always result in operational testing of any of the items researched.

Once AFMESA receives authority to proceed from their customer, the contractor shall develop the Market Research Plan (MRP) (**Section F, Deliverable #22**) for the targeted technology. The deliverable for this phase shall be the MRP that shall address the following areas:

- Purpose
- Applicability and Scope
- Policy
- Members
- Goals and Objectives
- Responsibilities of Membership
- Deliverables
- Meetings
- Request for Information (RFI) (if required)

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

Based on the approved MRP, AFMESA will establish the Integrated Market Research Team (IMRT). The AFMESA Government Market Research Director assigned to the IMRT will provide the Market Research effort oversight. IMRT contractor membership will typically include the Market Research Lead Analyst, Biomedical Equipment Technicians, and engineers. The IMRT shall set the objectives and timelines for the effort.

The contractor shall develop customized data collection questionnaires which guide specific market research data collection efforts. If a Request for Information (RFI) is required, the contractor shall draft it for the approval of the Government Contracting Officer supporting AFMESA who will post it to FedBizOps. The data collection questionnaires will be incorporated into the RFI. The contractor shall proactively solicit participation from appropriate technology partners as identified through market research activities, trade show attendance, vendor demonstrations, scientific meetings, Government regulatory and technology websites, and university technology incubator discussions.

The contractor shall conduct a detailed analysis of the data obtained from the questionnaires in conjunction with independent research they have conducted during this period. The contractor shall report the results of their research and include an analysis of how well given technologies meet existing customer capability needs and requirements, but shall not make any procurement recommendations.

The deliverable for this phase shall be the Market Research Report (MRR) (**Section F, Deliverable #23**) that shall address the following areas:

- Executive Summary
 - Purpose and Background
 - Findings
- Introduction
 - Purpose
 - Background and Rationale
- Methodology
 - Limitations and Scope

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Requirements Review
- Data Sources
 - Government Initiatives
 - General Market Research Sources
 - Literature Review
 - Standards, Policy, and Guidelines
 - Request for Information
- Market Research Findings
 - Market Overview
 - North American Industry Classification Systems (NAICS)
 - FDA Classification
 - Technology Description
 - Standards, Policy, and Guidelines
 - Government Initiatives
 - RFI Responses
- Requirements Matrix
- Discussion
- Appendix A: References
- Appendix B: Abbreviations and Acronyms
- Appendix C: RFI Responses
- Appendix D: Product Profiles
- Appendix E: Request for Information
- Appendix F: Distribution List

C.5.6 TASK 6 – PROVIDE SITE SUPPORT

The contractor shall provide operational, administrative, and management support to AFMESA for the operation and maintenance of the AFMESA test site at Fort Detrick, MD to ensure an operationally ready, realistic field environment and facility.

The contractor shall liaise with U.S. Army Garrison Fort Detrick or other service providers for necessary site communication, information management, information assurance, facility maintenance, mail/parcel shipping, crating, loading, and freight company coordination and shipment tracking.

Site/Facility Maintenance Support

The contractor shall provide site and facility maintenance support including, but not limited to:

- participating as part of a Government/contractor team in the development and implementation of a site sustainment and maintenance plan.
- maintaining Government Furnished Equipment (GFE) vehicles, including but not limited to, forklifts, bobcats (skid loaders), and gators. The contractor shall provide a suitable alternative if the equipment is off-line for extended maintenance.
- ensuring that the AFMESA Expeditionary Medical Support (EMEDS) test facility is composed of equipment in accordance with (IAW) the latest Government Block Release, including but not limited to, tents; lighting; electrical systems; flooring; heating, ventilating, and air conditioning (HVAC); routine maintenance and repair; and periodic physical replacement. The contractor shall ensure EMEDS test equipment inventory is maintained IAW current Air Combat Command EMEDS+10 Unit Type Code allowance standards.
 - maintaining and updating required Biomedical Equipment Technician test equipment and EMEDS individual HVAC units, refrigeration, and environmental control equipment as listed in **Section J, Attachment C**.
 - maintaining the electrical generators in operation at AFMESA. The contractor shall maintain onsite upkeep and operational support for

SECTION C – PERFORMANCE BASED STATEMENT OF WORK

environmental control units (ECUs) used as part of the AFMESA test facility. This includes but is not limited to 37 GFE ECUs.

- maintaining electrical generators for contingency, test support and emergency backup use.
- maintaining, monitoring, and analyzing AFMESA test facility power consumption and weather station equipment and data.
- maintaining cellular and satellite communication capabilities necessary for operational testing.
- providing grounds maintenance, including but not limited to, snow and ice removal, gravel procurement and distribution, office building maintenance, light construction, painting, and repair. Maintenance activities are limited to replacement of worn out, broken, or obsolete equipment/infrastructure (i.e., exercise pad erosion).
- ensuring the AFMESA site Porta-Potties are emptied every two weeks or more often if necessary.
- providing potable water service to operational testing activities.

Security/Safety Support

The contractor shall provide security support including, but not limited to:

- including an appropriately formatted security annex for all assessment documents based on the security guidelines provided by AFMESA.
- monitoring execution of information security, communications security, and operations security plans to mitigate loss of sensitive information and cryptographic controlled items.
- providing for the maintenance of automated security gates, key pads, security lights, camera and video storage.
- ensuring Joint Personnel Adjudication System (JPAS) security clearance verification and visitor request coordination for AFMESA site visitors
- providing coverage for the front desk including phone coverage and entry surveillance and site access from 0730 to 1630 Eastern Daylight Time Mon-Fri except for authorized holidays or as directed by the Government.

The contractor shall provide safety support, including but not limited to:

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SECTION C – PERFORMANCE BASED STATEMENT OF WORK

- Developing a plan for and implementing safety procedures to mitigate potential injury to its personnel in support of AFMESA operations.
- Addressing any safety and environmental considerations for its staff for each demonstration and assessment venue in the Assessment Execution Document (AED). The contractor shall compare and justify the contractor's safety and environmental plans with the Government's safety and environmental plans.
- Providing all standard safety equipment and associated training identified in its safety and environmental plans to Contractor staff.

Information Management/Information Assurance

The contractor shall provide information management/information assurance support including, but not limited to:

- assisting with knowledge management of AFMESA documents and history, including administration of the Government file plan, including but not limited to, project folder retirement, Defense Technical Information Center postings, and staging.
- providing a professional document production capability, including but not limited to, the following: format, edit, and design briefings; presentations; market research reports; test plans; test reports; and other documentation.
- supporting cost estimations, vendor quotations for procured items, collection of bids, analyses, recommendations to Government on procurement options, and procurements.
- evaluating complete documentation that demonstrates compliance with all DoD, Military Health System (MHS), and AF Information Assurance (IA) requirements and Joint interoperability certifications of software and hardware resident on the AFMESA local area networks. This includes implementing and sustaining the DoD Information Assurance Certification and Accreditation Process (DIACAP)/Risk Management Framework (RMF) process for maintaining the AFMESA-North Test Network. The Contractor shall attain and sustain RMF certification.
- maintaining Secret Internet Protocol Router (SIPR) room and SIPRNet security, maintenance, Communications Security (COMSEC) support to include but not be limited to physical protection, courier support, and IA requirements.